HOPE & EMPOWERMENT FOUNDATION GHANA · LIMITED BY GUARANTEE

HOPE & EMPOWERMENT FOUNDATION GHANA

Registered Non-Governmental Organisation · LBG

SEASON 1 | OFFICIAL | FREE PROGRAMME

VOCATIONAL EMPOWERMENT

Skill Training Academy

SEASON ONE · TRAINING PROGRAMME

OFFICIAL DOCUMENTATION

PROJECT COMPLETION & FINANCIAL ACCOUNTABILITY REPORT

LOCATION	ORGANISATION	TYPE
Achimota, Accra – Ghana	HEF-GH	Nonprofit · LBG

Empowering Communities · Nurturing Hope · Inspiring Futures · Transforming Lives

www.hopeempowermentfoundationgh.org

HOPE AND EMPOWERMENT FOUNDATION GH LBG (HEF-GH)

Empowering Communities • Nurturing Hope • Inspiring Futures • Transforming Lives

FREE VOCATIONAL EMPOWERMENT SKILLS TRAINNG ACADEMY (FVESTA)

SEASON I FINAL REPORT – 2026

Alleviating Poverty Through Skills Training

A Human Capital Development Initiative Providing Practical Skills, Entrepreneurship Training, and Economic Empowerment Opportunities to Build Self-Reliant Individuals and Resilient Communities.

PROJECT IMPLEMENTATION PERIOD:

February 2026 – May 2026

PROJECT LOCATION:

Ga North Munisapiity, Greater Accra Region, Republic of Ghana

PREPARED BY:

Hope and Empowerment Foundation GH LBG (HEF-GH)

ORC Registration No.: CG074131025

Ghana TVET Affiliation No.: GTVETS/AD/AFF2(036

Accra, Ghana | 2026

PROJECT INFORMATION

FREE VOCATIONAL EMPOWERMENT SKILLS TRAINING ACADEMY (FVESTA)

SEASON I – 2026

IMPLEMENTED BY

HOPE AND EMPOWERMENT FOUNDATION GH LBG (HEF-GH)

Empowering Communities • Nurturing Hope • Inspiring Futures • Transforming Lives

PROJECT THEME

Alleviating Poverty Through Skills Trainin

PROJECT PERIOD

June 2026 – August 2026

Training Days: Saturdays & Sundays

PROJECT LOCATION

Ga North Municipality

Greater Accra Region, Ghana

PROJECT OBJECTIVE

To empower participants with practical vocational, entrepreneurial, and life skills that promote self-reliance, employability, and sustainable livelihoods.

FOCUS AREAS

Skills Development • Entrepreneurship • Economic Empowerment • Human Capital Development • Poverty Alleviation

SDG ALIGNMENT

SDGs 1, 4, 5, 8, 10 & 17

REPORT CLASSIFICATION

Final Project Report

Season I – 2026

Hope and Empowerment Foundation GH LBG (HEF-GH)

Accra, Ghana-2026

FREE VOCATIONAL EMPOWERMENT SKILLS TRAINING ACADEMY (FVESTA)

SEASON I – 2026

PROJECT OVERVIEW

Poverty remains one of the greatest barriers to individual progress, community development, and national transformation. At Hope and Empowerment Foundation GH LBG (HEF-GH), we firmly believe that sustainable poverty alleviation is achieved not merely through charity, but through the empowerment of people with practical skills, knowledge, opportunities, and the confidence to create better futures for themselves and their families.

It is upon this conviction that the Free Vocational Empowerment Skills Training Academy (FVESTA) was established as a flagship Human Capital Development initiative of HEF-GH. The Academy is designed to provide accessible, practical, and market-relevant vocational skills training to young people, women, vulnerable groups, and aspiring entrepreneurs within our communities, equipping them with the competencies required for self-employment, income generation, and economic independence.

Season I of the Academy represents a significant milestone in our commitment to developing human capital as a foundation for sustainable community transformation. Through structured training, mentorship, entrepreneurship education, and hands-on practical learning, participants are empowered to acquire valuable vocational skills while cultivating the mindset, discipline, creativity, and resilience necessary for long-term success.

The Academy directly advances the mission of HEF-GH to alleviate poverty through human capital development and community empowerment. It also contributes to national development priorities and the achievement of the United Nations Sustainable Development Goals, particularly those related to Quality Education, Gender Equality, Decent Work and Economic Growth, Reduced Inequalities, and Sustainable Communities.

This report documents the implementation, achievements, lessons learned, impact, and outcomes of Season I of the Free Vocational Empowerment Skills Training Academy. It stands as evidence of our collective commitment to empowering communities, nurturing hope, inspiring futures, and transforming lives through skills development and economic empowerment.

As we reflect on the progress made, we reaffirm our belief that when individuals are equipped with the right skills and opportunities, they become catalysts for positive change within their families, communities, and society at large.

"Developing Human Capital Through Skills Empowerment for Sustainable Community Transformation."

Hope and Empowerment Foundation GH LBG (HEF-GH)

Empowering Communities • Nurturing Hope • Inspiring Futures • Transforming Lives

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PREAMBLE

The Hope and Empowerment Foundation GH LBG (HEF-GH) remains committed to empowering vulnerable individuals and communities through sustainable human capital development, vocational education, entrepreneurship support, and community-based empowerment initiatives.

In response to the growing need for practical employable skills and sustainable livelihood opportunities among women and youth, HEF-GH established the Free Empowerment Vocational Skill Training Academy (FVESTA) as part of its ongoing commitment to poverty alleviation, economic empowerment, and community transformation within the Ga North Municipality and beyond.

This report presents a comprehensive account of the implementation, activities, achievements, stakeholder participation, beneficiary impact, and financial accountability of Season 1 of FVESTA conducted from February 2026 to May 2026.

The training initiative provided beneficiaries with practical vocational skills in soap and chemical production, pastries, and entrepreneurship-oriented learning aimed at promoting self-reliance, income generation, and sustainable livelihood development.

The successful implementation of this project reflects the collective commitment of management, facilitators, volunteers, stakeholders, community leaders, beneficiaries, and development partners who contributed in diverse ways toward the realisation of the programme objectives.

This report further demonstrates HEF-GH's dedication to transparency, accountability, institutional excellence, and sustainable community empowerment through practical Technical and Vocational Education and Training (TVET)-oriented interventions.

ORGANISATIONAL INFORMATION

Reporting Period: February 2026 – May 2026

Organisation Name	Hope and Empowerment Foundation GH LBG (HEF-GH)
Mission	To alleviate Poverty through Human Capital Development and Community Empowerment
Vision	To be a leading Catalyst in Building a Self-Reliant Ghana where every individual thrives in dignity to succeed
Office Address	Franco Estates, near Estben Guest House, Ga North Municipality, Accra, Ghana
Postal Address	P.O. Box AT1926, Achimota – Accra, Ghana
GPS Address	GG-0228-5684
Telephone	+233 547 897 478 | +233 507 897 478
Email	info@hopeandempowermentfoundationgh.org
Website	www.hopeandempowermentfoundationgh.org
LinkedIn	www.linkedin.com/company/hope-and-empowerment-foundation-gh
Social Media	YouTube: @HEF-GH | TikTok: @hefgh6 | Facebook: hopeandempowermentfoundation

RECEIVING AFFILIATION CERTIFICATE FROM THE DEPUTIY DIRECTOR, GHANA TVET SERVICE -MR. JOHN KONICA ON BEHALF OF HEF-GH LBG

REGISTRATION, ACCREDITATION AND TVET CREDENTIALS

Hope and Empowerment Foundation GH LBG holds a comprehensive suite of national registrations and international accreditations that establish its legal standing, institutional credibility, and eligibility to deliver accredited TVET-aligned vocational training programmes. These credentials underpin the quality and legitimacy of the FVESTA programme and its certificates.

A. National Registration & Regulatory Compliance

ORC Registration No.	**CG074131025**	*Office of the Registrar of Companies, Ghana*
TIN	**C0066381088**	*Ghana Revenue Authority – Charitable Organisation Status*
NPOS Registration No.	**NPOS/GRO1/LNO3083/25**	*National NGO Policy Secretariat, Ghana*
NYA Registration No.	**GAR14922**	*National Youth Authority of Ghana*
Ghana TVET Service RegNo.	**GTVETS/AD/AFF26/036**	*Technical & Vocational Education and Training Service, Ghana*
GRA Charitable Status	**Approved pursuant to Section 97(1) of Act 896**	*Ghana Revenue Authority – Tax Exemption*

B. International Accreditations & Multilateral Credentials

UNGM Vendor No.	**1187978**	*United Nations Global Marketplace*
EU PIC No.	**866934106**	*European Commission Participant Identification Code*
SAM.gov UEI	**WCRHHAAKUL74**	*US System for Award Management – Unique Entity Identifier*
NATO NCAGE	**STEQ4**	*NATO Codification Agency Code*
EU Expert ID	**EX2026D1359756**	*Registered European Union Expert (Rev. Francis K.T. Adams)*
Erasmus+ OID	**On file**	*Erasmus+ Organisational Identifier*

C. TVET Affiliation – Key Significance

The Ghana TVET Service Affiliation (GTVETS/AD/AFF26/036) is a critical credential that authorises HEF-GH to formally deliver vocational skills training and issue recognised training certificates to beneficiaries. This affiliation:

- Validates the quality and standard of FVESTA training modules against national TVET benchmarks
- Enables graduates to receive nationally recognised certificates of completion
- Positions HEF-GH as a credible implementing partner for government and donor-funded TVET programmes
- Aligns the FVESTA programme with Ghana's National TVET Policy and Skills Development Fund objectives
- Facilitates future collaboration with COTVET (Council for Technical and Vocational Education and Training)

Institutional Certificates and Credentials

GHANA TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING SERVICE
Reg No GTVETS/AD/AFF26/036
Certificate
OF
AFFILIATION
This is to certify that
HOPE AND EMPOWERMENT FOUNDATION GH LBG
has been affiliated to Ghana TVET Service Under Informal Apprenticeship
Director - General
Dated this 10TH day of APRIL 2026

Ghana TVET Service Affiliation Certificate

NATIONAL YOUTH AUTHORITY
GHANA
Facilitating Youth Development
REGISTRATION NO.
GAR/4922
DATE ISSUED
02-01-2026
EXPIRY DATE
01-01-2027
YOUTH ORGANISATIONS REGISTRATION CERTIFICATE
This is to certify that
HOPE AND EMPOWERMENT FOUNDATION GH
having duly registered with the National Youth Authority to engage in youth development activities as mandated by SECTION 25 of the NYA Act 2016 (Act 939) is hereby issued with this certificate as a
Regional Level Youth Organisation
CEO, National Youth Authority

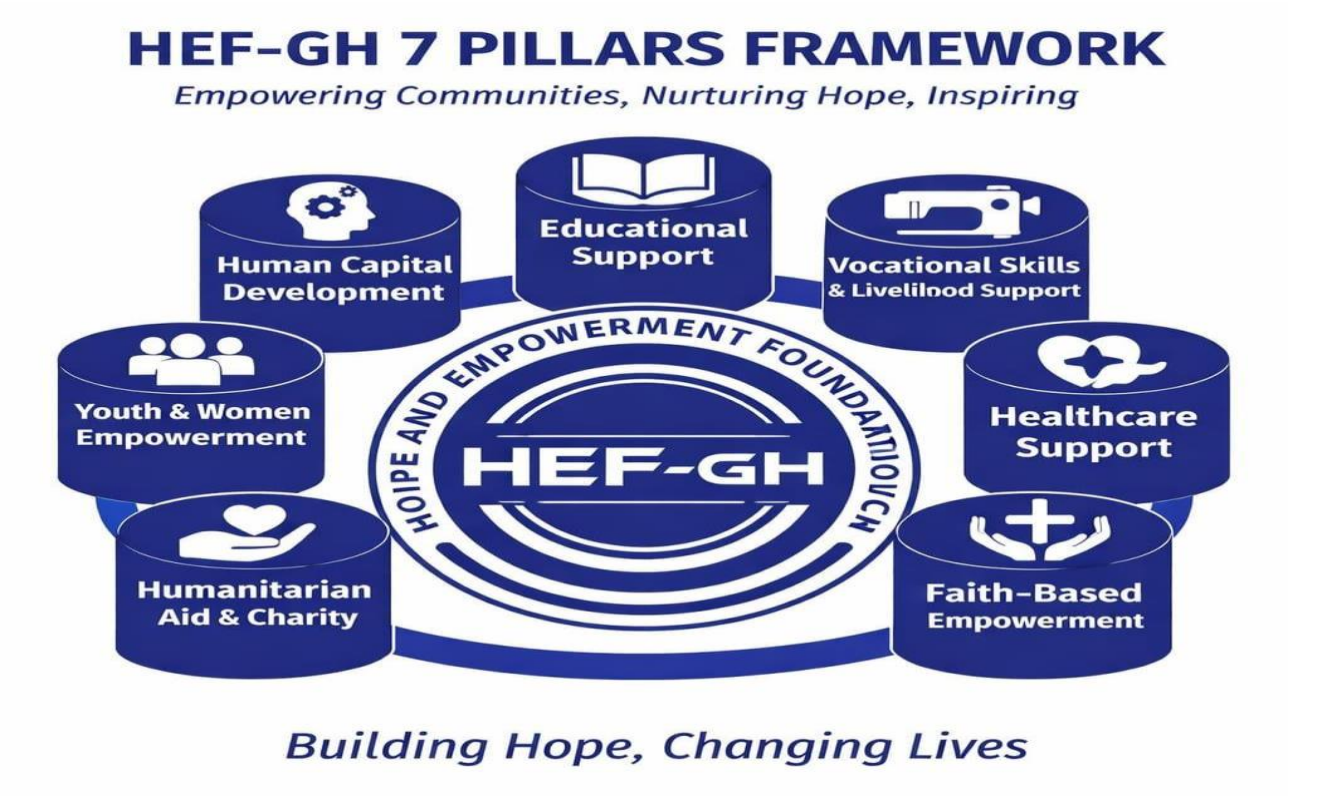
National Youth Authority Registration Certificate

GA NORTH MUNICIPAL
ASSEMBLY
CERTIFICATE OF RECOGNITION
THIS IS TO CERTIFY THAT
HOPE AND EMPOWERMENT FOUNDATION GH LBG
Has complied with Bye – Laws of the Ga North Municipal Assembly (GNMA) and has duly been entered into the Register of Non – Governmental Organization (NGO) and Associations within the Ga North Municipality
MUNICIPAL CO-ODINATING DIRECTOR

Ga North Municipal Assembly Certificate of Recognition

HEF-GH SEVEN PILLARS FRAMEWORK AND FVESTA ALIGNMENT

HEF-GH's development work is structured around Seven Strategic Pillars that collectively address the root causes of poverty and community vulnerability. The Free Empowerment Vocational Skill Training Academy (FVESTA) is a multi-pillar programme that directly operationalises five of these pillars simultaneously, demonstrating the integrated, holistic approach of HEF-GH's intervention



No.	Strategic Pillar	FVESTA Programme Integration	Active
1	**Education & Scholarship Support**	FVESTA provides free, structured TVET-aligned vocational education to youth and women, eliminating cost barriers to practical skills acquisition.	YES
2	**Youth & Women Empowerment**	The programme specifically targets unemployed women and youth, equipping them with production skills, entrepreneurial mindset, and certification for economic independence.	YES
3	**Vocational Skills & Livelihood Support**	Training in soap, chemical, and food production creates viable livelihood pathways. Graduates can immediately apply their skills to generate household income and start micro-enterprises.	YES
4	**Humanitarian Aid & Charity**	Provision of free training materials, consumables, and certificates to economically disadvantaged participants represents HEF-GH's humanitarian commitment.	YES
5	**Healthcare Support**	Production of antiseptics, sanitizers, and cleaning products promotes community hygiene awareness and contributes to public health improvement at household level.	YES
6	**Human Capital Development**	FVESTA invests in people as the primary asset of national development, building practical competencies, confidence, and entrepreneurial capacity among beneficiaries.	YES
7	**Institutional Partnerships & Faith-Based Empowerment**	Co-implemented with government agencies (TVET, NYA, Municipal Assembly) and guided by HEF-GH's faith-informed development ethos for holistic community transformation.	YES

UN SDG ALIGNMENT: HOW FVESTA ALLEVIATES POVERTY

The Free Empowerment Vocational Skill Training Academy is strategically aligned with seven (7) United Nations Sustainable Development Goals (SDGs). Each training module, graduation milestone, and community engagement activity generates measurable impact traceable to specific SDG indicators, positioning FVESTA as a locally-rooted yet globally-relevant poverty alleviation intervention.

FVESTA SDG Contribution Matrix

SDG	Goal Title	FVESTA Pillar Linkage	How FVESTA Contributes
SDG 1	**No Poverty**	Education & Scholarship Support	FVESTA directly alleviates poverty by equipping unemployed women and youth with income-generating vocational skills, enabling self-reliance and household economic independence.
SDG 4	**Quality Education**	Humanitarian Aid & Charity	The programme delivers structured TVET-oriented learning through practical, hands-on training aligned with Ghana TVET Service standards and the NYA youth development framework.
SDG 5	**Gender Equality**	Healthcare Support	By prioritising women's enrolment, FVESTA advances gender-responsive economic empowerment, bridging the skills gap and promoting women's entrepreneurial participation.
SDG 8	**Decent Work & Economic Growth**	Multiple Pillars	Graduates are equipped to start micro-enterprises and access self-employment, directly contributing to local economic growth and reducing dependency ratios.
SDG 10	**Reduced Inequalities**	Education & Scholarship Support	Free programme access ensures that socioeconomically disadvantaged individuals are not excluded from skills development opportunities, actively reducing community inequalities.
SDG 11	**Sustainable Communities**	Education & Scholarship Support	FVESTA graduates produce consumable goods locally, reducing household expenditure and strengthening community-level economic sustainability and resilience.
SDG 17	**Partnerships for the Goals**	Education & Scholarship Support	Delivered in partnership with Ghana TVET Service, National Youth Authority, Ga North Municipal Assembly, and the MCE, demonstrating multi-stakeholder development collaboration.

FVESTA as a Poverty Alleviation Instrument

FVESTA directly addresses the multi-dimensional nature of poverty by simultaneously targeting its economic, educational, social, and gender dimensions:

- Economic Dimension: Graduates produce and sell consumable goods (soaps, cleaners, pastries), generating immediate household income without capital barriers
- Educational Dimension: Practical TVET-certified training equips beneficiaries with marketable, transferable skills recognised by Ghana's national TVET framework

- Social Dimension: Graduation ceremonies build community pride, reduce social stigma around vocational work, and inspire others to pursue skills acquisition
- Gender Dimension: Women-focused recruitment actively closes gender-based economic exclusion gaps, advancing SDG 5 targets within the Ga North Municipality
- Environmental Dimension: Local production of cleaning products reduces dependency on imported household consumables, supporting community economic sustainability

HOPE AND EMPOWERMENT FOUNDATION · G H · N ·
HEF-GH
INSTITUTIONAL PHILOSOPHY
The True wealth of a Nation is not measured by it's natural resources, buildings , roads or financial reserves. It is measured by the quality, capability, productivity and potentials of it's people.
– HEF-GH
EMPOWERING COMMUNITIES
NURTURING HOPE
INSPIRING FUTURES
TRANSFORMING LIVES

"Empowering Communities, Nurturing Hope, Inspiring Futures, Transforming Lives

1. EXECUTIVE SUMMARY

Hope and Empowerment Foundation GH LBG (HEF-GH) successfully implemented Season 1 of the Free Empowerment Vocational Skill Training Academy (FVESTA) within the Ga North Municipality from February 2026 to May 2026.

The initiative was designed to empower unskilled, vulnerable women, unemployed and unskilled youth, and community members through practical vocational and entrepreneurial

skills development. The training focused on household consumable production and pastries training to promote self-employment, income generation, and poverty reduction.

Training Modules Delivered

Module A: Soap and Chemical Production

- Liquid Soap Production
- Bar Soap Production
- Laundry Soap Production
- Washing Powder Production
- Floor Cleaner Production
- Antiseptic Production
- Glass Cleaner Production
- Sanitizer Production
- Bleach Production
- After Wash Production

Module B: Pastries and Food Production

- Basic Pastries Preparation
- Baked Goods and Confectionery Production
- Packaging and Branding Orientation
- Product Presentation and Exhibition

Key Highlights

Total Graduates	14 women and youth
Training Duration	February 2026 – May 2026
Programme Type	Free – No Cost to Beneficiaries
Location	Ga North Municipality, Greater Accra Region
Certification Body	HEF-GH (TVET Affiliated: GTVETS/AD/AFF26/036)
Graduation Attendance	Municipal Chief Executive, Ghana TVET Service Deputy Director, Municipal Coordinating Director, NYA, Community Leaders
SDGs Addressed	SDG 1, 4, 5, 8, 10, 11, 17

2. ORGANISATIONAL BACKGROUND

Hope and Empowerment Foundation GH LBG (HEF-GH) is a registered and licensed non-governmental organisation and company limited by guarantee committed to sustainable community development, poverty alleviation, youth empowerment, education, and vocational skills development.

HEF-GH operates within communities to empower vulnerable groups through evidence-based, people-centred development programmes. The organisation is dedicated to building self-reliant individuals and resilient communities through practical empowerment interventions aligned with national development priorities and global sustainable development frameworks.

Operational Focus Areas

- Vocational and technical skills development (TVET-aligned)
- Educational support and scholarship programmes
- Leadership, mindset, and character development
- Women empowerment and gender-responsive programming
- Community outreach and humanitarian interventions
- Entrepreneurship and employability support
- Human capital development and capacity building
- Institutional partnerships and resource mobilisation

3. PROJECT BACKGROUND AND JUSTIFICATION

High youth unemployment and limited employable skills continue to affect many young people and women within local communities across Ghana. According to national labour market data, youth unemployment remains a significant challenge, particularly among those without formal post-secondary credentials. Many individuals possess the willingness to work but lack practical vocational skills and access to entrepreneurship opportunities.

Women face additional barriers to economic participation, including limited access to training facilities, high cost of vocational programmes, and inadequate family and community support for female entrepreneurship. These challenges collectively perpetuate cycles of poverty and economic dependency.

To address these structural challenges, HEF-GH established the Free Empowerment Vocational Skill Training Academy to provide accessible, free-of-charge vocational training opportunities for vulnerable and economically disadvantaged individuals within the Ga North Municipality.

Strategic Rationale

Season 1 was specifically designed to:

- Equip beneficiaries with practical, immediately applicable production skills
- Reduce unemployment and economic dependency among women and youth
- Promote entrepreneurship, micro-enterprise development, and self-employment
- Encourage household income generation through low-capital production activities
- Build community resilience and economic self-reliance
- Enhance local economic empowerment through TVET-aligned practical learning
- Promote accessible community-based vocational education opportunities
-

4. PROJECT OBJECTIVES

General Objective

To empower women and youth through free vocational and entrepreneurial skills training for sustainable livelihoods and poverty reduction.

Specific Objectives

- To provide practical vocational skills training for unemployed youth and women at no cost to beneficiaries
- To promote entrepreneurship, micro-enterprise development, and self-employment opportunities
- To strengthen household income generation capacity through production-based skill sets
- To support community-based vocational empowerment and peer learning
- To improve practical technical and vocational competencies among beneficiaries in alignment with Ghana TVET standards
- To promote sustainable human capital development as a pathway to poverty alleviation
- To support local economic empowerment initiatives and reduce community unemployment rates
- To issue nationally recognised TVET-affiliated training certificates to successful graduates

5. TRAINING MODULES CONDUCTED

The following vocational training modules were conducted during Season 1 of FVESTA. All modules were delivered using a combination of theoretical instruction and practical hands-on demonstration, ensuring effective knowledge transfer and skills acquisition aligned with Ghana TVET Service standards.

Module A: Soap and Chemical Production (10 Units)

No.	Training Unit	Key Outputs & Competencies
1	**Liquid Soap Production**	Practical formulation, safety procedures, ingredient knowledge, quality testing, packaging and labelling
2	**Bar Soap Production**	Practical formulation, safety procedures, ingredient knowledge, quality testing, packaging and labelling
3	**Laundry Soap Production**	Practical formulation, safety procedures, ingredient knowledge, quality testing, packaging and labelling
4	**Washing Powder Production**	Practical formulation, safety procedures, ingredient knowledge, quality testing, packaging and labelling
5	**Floor Cleaner Production**	Practical formulation, safety procedures, ingredient knowledge, quality testing, packaging and labelling
6	**Antiseptic Production**	Practical formulation, safety procedures, ingredient knowledge, quality testing, packaging and labelling
7	**Glass Cleaner Production**	Practical formulation, safety procedures, ingredient knowledge, quality testing, packaging and labelling
8	**Sanitizer Production**	Practical formulation, safety procedures, ingredient knowledge, quality testing, packaging and labelling
9	**Bleach Production**	Practical formulation, safety procedures, ingredient knowledge, quality testing, packaging and labelling
10	**After Wash Production**	Practical formulation, safety procedures, ingredient knowledge, quality testing, packaging and labelling

Module B: Pastries and Food Production (4 Units)

No.	Training Unit	Key Outputs & Competencies
1	**Basic Pastries Preparation**	Baking skills, ingredient preparation, hygiene standards, product presentation, commercial packaging
2	**Baked Goods and Confectionery Production**	Baking skills, ingredient preparation, hygiene standards, product presentation, commercial packaging
3	**Packaging and Branding Orientation**	Baking skills, ingredient preparation, hygiene standards, product presentation, commercial packaging
4	**Product Presentation and Exhibition**	Baking skills, ingredient preparation, hygiene standards, product presentation, commercial packaging

6. TRAINING METHODOLOGY

The FVESTA Season 1 implementation approach was grounded in experiential and participatory learning principles. The methodology was designed to ensure that beneficiaries not only acquired theoretical knowledge but achieved measurable practical competency in each vocational module.

Methodological Approach

- Practical Demonstrations: Facilitators conducted step-by-step live demonstrations for each production module before participant practice
- Hands-On Participation: Every beneficiary actively engaged in all production activities, ensuring direct skills acquisition
- Group Learning Activities: Collaborative production exercises promoted peer learning, teamwork, and shared problem-solving
- Product Production Exercises: Participants produced actual marketable products during training sessions
- Mentorship and Guidance: Individual coaching provided to beneficiaries on production techniques, quality control, and entrepreneurship
- Entrepreneurship Orientation: Sessions on pricing, marketing, packaging, business registration, and startup fundamentals
- Exhibition and Presentation: Product display and public demonstration built beneficiary confidence and market exposure

7. BENEFICIARY PARTICIPATION AND IMPACT

Beneficiary Statistics

Total Graduates	**14**
Beneficiary Category	**Women and Youth**
Location	**Ga North Municipality, Greater Accra Region**
Training Duration	**February 2026 – May 2026 (4 months)**
Programme Cost to Beneficiaries	**Free of Charge**
Certification Received	**HEF-GH FVESTA Season 1 Certificate of Completion**

Impact Achieved

- Increased vocational and entrepreneurial knowledge across 12 production modules
- Enhanced practical production skills directly applicable to micro-enterprise startup
- Improved self-confidence and public speaking ability among participants
- Increased awareness of self-employment opportunities and business development pathways
- Promotion of local entrepreneurship and household income generation initiatives
- Improved community engagement, social cohesion, and women's participation in economic activity
- Beneficiaries acquired practical production techniques capable of supporting business startup without external capital

All 14 graduates received HEF-GH FVESTA certificates of completion, which are backed by the organisation's Ghana TVET Service Affiliation (GTVETS/AD/AFF26/036), providing a credible, nationally acknowledged recognition of their vocational achievement.

8. STAKEHOLDER PARTICIPATION

The project received active support and participation from various government institutions, community organisations, and development stakeholders, demonstrating broad institutional confidence in HEF-GH's vocational empowerment initiative.

Municipal Chief Executive (MCE) – Hon. Akwetey Agbo	Represented government endorsement; presided at graduation ceremony
Ghana TVET Service – Deputy Director Mr. John Konica	Represented TVET authority; validated training standards and presented certificates
Municipal Coordinating Director (MCD) – Mr. Joseph Armah	Represented Ga North Municipal Assembly coordination and institutional support
National Youth Authority (NYA) – Ga North	Represented national youth development mandate and youth programme oversight
Ga North Municipal Assembly Representatives	Provided institutional recognition and community governance endorsement
Community Leaders and Families	Facilitated participant mobilisation, community support, and programme awareness
HEF-GH Volunteers and Facilitators	Delivered training modules, mentorship, and logistical support
Mrs. Esther Tetteh – Instructor	Lead instructor for soap and chemical production modules; received Master Craft Certificate

9. GRADUATION AND PRODUCT EXHIBITION CEREMONY

The Season 1 project officially concluded with a Maiden Graduation and Product Exhibition Ceremony held at the HEF-GH Head Office within the Ga North Municipality. The event was a landmark milestone marking the successful completion of FVESTA's inaugural season.

Ceremony Objectives

- Formally recognise and celebrate the achievement of all 14 graduates
- Publicly showcase products produced by beneficiaries during training
- Promote community awareness of HEF-GH's vocational empowerment programmes
- Encourage entrepreneurship, innovation, and market entry among graduates
- Strengthen stakeholder confidence and institutional partnerships

- Receive the Ghana TVET Service Master Craft Certificate for instructor Mrs. Esther Tetteh
- Formally receive HEF-GH's TVET Affiliation Certificate on behalf of the Foundation

Products Exhibited at the Ceremony

Soap & Chemical Products	Food & Pastry Products
• Liquid Soap • Bar Soap • Laundry Soap • Washing Powder • Floor Cleaner • Antiseptic Solution • Glass Cleaner • Sanitizer • Bleach • After Wash	• Baked Pastries and Confectionery • Packaged Food Products • Branded Product Samples • Presentation Portfolio Materials

Training Session Photo Documentation

Vocational training session – practical demonstration

Hands-on soap production exercise

FVESTA Season 1 – Group practical training session

Graduation Ceremony Photo Documentation

Graduation ceremony proceedings

Stakeholder attendance and participation

Maiden Graduation Ceremony – FVESTA Season 1

Certificate Presentation and Recognition

Master Craft Certificate awarded to Instructor Mrs. Esther Tetteh

Rev. Adams receiving TVET Affiliation Certificate on behalf of HEF-GH

Group graduation photo with all 14 graduates and stakeholders

Certificate presentation – FVESTA graduates

Graduation ceremony – stakeholder participation

Products Exhibition Photo Documentation

Products exhibition – certificate presentations

Exhibition display of produced goods

Soap and chemical products on display

Graduates presenting their products

Free Empowerment Vocational Skill Training display

Product exhibition – community members engaging with graduates

10. ACHIEVEMENTS AND OUTCOMES

Season 1 of FVESTA successfully achieved several important institutional, community, and beneficiary-level outcomes:

- Successful training and graduation of 14 beneficiaries across 14 vocational modules
- First-ever TVET-affiliated vocational programme delivered free of charge within the Ga North Municipality by HEF-GH
- Official TVET Service recognition with issuance of Master Craft Certificate to lead instructor Mrs. Esther Tetteh
- Formal receipt of Ghana TVET Service Affiliation Certificate (GTVETS/AD/AFF26/036) on behalf of HEF-GH
- High-level stakeholder endorsement from the Municipal Chief Executive and Government Technical Agencies
- National media coverage of the Maiden Graduation Ceremony, increasing HEF-GH's institutional visibility
- Increased vocational empowerment opportunities and community awareness of the programme
- Strengthened community participation and social cohesion around skills development
- Promotion of TVET-oriented practical community learning within the Ga North Municipality
- Enhanced entrepreneurial awareness and business orientation among all participants
- Demonstrated proof-of-concept for Season 2 scale-up with expanded beneficiary intake

11. CHALLENGES ENCOUNTERED

Despite the successful implementation of the project, several operational and resource challenges were encountered during execution. These challenges have been documented to inform planning for Season 2 and to guide future donor and stakeholder engagement.

- Limited financial resources and programme operating entirely on self-funded contributions
- Increasing cost of training materials and raw ingredients due to market price fluctuations
- Transportation constraints for facilitators and programme materials
- Limited equipment and production tools, requiring sharing among multiple participants
- Inadequate sponsorship and donor support for a programme of this scale and community impact
- Space and logistics limitations at the training venue

However, the organisation utilised volunteer support, internal management commitment, and community cooperation to successfully complete the training programme. The GH₵ 135.00 deficit was absorbed through voluntary management contributions, demonstrating the Foundation's commitment to programme delivery regardless of resource constraints.

12. RECOMMENDATIONS

- Increased donor, government, and development partner support should be actively sought to ensure sustainable funding for Season 2 and beyond
- Additional vocational modules should be introduced in Season 2 (e.g., tailoring, beads making, digital skills, agribusiness)
- More equipment and dedicated production tools should be procured to increase training capacity and quality
- Graduated beneficiaries should receive structured post-training startup support, including seed capital access, mentorship, and market linkage facilitation
- Community partnerships with local businesses and markets should be strengthened to create sales channels for FVESTA graduates
- A significant increase in the number of enrolled women and youth should be targeted for Season 2, with a goal of 40+ beneficiaries
- Sustainable multi-year sponsorship partnerships with corporate organisations, development agencies, and government departments should be developed
- Integration with COTVET (Council for Technical and Vocational Education and Training) accreditation processes should be pursued for formal national recognition of FVESTA certificates

13. SUSTAINABILITY PLAN

HEF-GH is committed to sustaining and scaling the FVESTA initiative through a multi-pronged sustainability strategy:

- Continuous community engagement and annual programme delivery through seasonal cohorts
- Expansion of training opportunities to reach additional communities beyond the Ga North Municipality
- Development of a volunteer facilitator network to reduce instructor costs while maintaining quality
- Strengthened institutional partnerships with TVET Service, NYA, Municipal Assemblies, and Corporate Partners
- Active resource mobilisation from domestic and international donors, development agencies, and government skills development funds
- Product exhibition, community market days, and entrepreneurship fairs to maintain programme visibility and graduate income generation
- Establishment of a FVESTA Alumni Network to support peer mentorship and business networking among graduates
- Documentation of impact evidence for grant applications and partnership proposals

14. FINANCIAL ACCOUNTABILITY REPORT

Financial Reporting Statement

This financial statement presents the income received and expenditures incurred during the implementation of the HEF-GH Free Empowerment Vocational Skill Training Academy (FVESTA) – Season 1 Project conducted within the Ga North Municipality. The report has been prepared to ensure transparency, accountability, and proper financial documentation for institutional, donor, and regulatory purposes.

A. Financial Summary

Description	Amount (GH₵)
Total Income (Self-Funded – Donations & Contributions)	GH₵ 4,917.00
Total Project Expenditure	GH₵ 5,052.00
Net Seasonal Balance (Deficit – internally covered)	**(GH₵ 135.00)**

B. Expenditure Breakdown by Training Module

Training Module	Items / Description	Cost (GH₵)
Equipment	Barrel, Spatula, Hand Gloves, Strainer, Head Gear, Nose Mask, Printings, Transport	315.00
After Wash Production	Cetyl Alcohol, Softener, Perfume, Colour, Ethanol, Transport	85.00
Liquid Soap Production	Base, Salt, Thickener, Booster, Perfume, Colour, Transport	90.00
Bar Soap Production	Raw materials and ingredients	17.00
Bleach Production	Raw materials and chemicals	160.00
Antiseptic Production	Raw materials and chemicals	150.00
Floor Cleaner Production	Raw materials and chemicals	120.00
Glass Cleaner Production	Raw materials and chemicals	54.00
Sanitizer Production	Raw materials and chemicals	70.00

Training Module	Items / Description	Cost (GH₵)
Washing Powder Production	Raw materials and chemicals	177.00
Laundry Soap Production	Raw materials and chemicals	180.00
Pastries Training	Ingredients, packaging, demonstration materials	925.00
Exhibition Preparation	Display materials, branding, logistics	500.00
Graduation Ceremony	Certificates, decor, logistics, audio-visual	1,527.00
Graduation Refreshment	Catering and refreshments for ceremony	182.00
TOTAL PROJECT EXPENDITURE		**GH₵ 5,052.00**

C. Detailed Financial Transaction Record

Supporting receipts, attendance records, procurement evidence, and activity photographs are maintained by management for accountability and audit verification purposes. The following is the itemised transaction record for Season 1:

Date	Module	Item/Description	Cost (GH₵)
10-Feb-26	Equipment	Barrel – Storage container	150.00
10-Feb-26	Equipment	Spatula	80.00
10-Feb-26	Equipment	Hand Gloves	20.00
10-Feb-26	Equipment	Strainer	15.00
10-Feb-26	Equipment	Head Gear	20.00
10-Feb-26	Equipment	Printings / Documentation	10.00
10-Feb-26	Equipment	Nose Mask	10.00
10-Feb-26	Equipment	Transport	10.00
19-Feb-26	After Wash	Cetyl Alcohol	20.00

Date	Module	Item/Description	Cost (GH₵)
19-Feb-26	After Wash	Softener	18.00
19-Feb-26	After Wash	Perfume	20.00
19-Feb-26	After Wash	Colour	3.00
19-Feb-26	After Wash	Ethanol	15.00
19-Feb-26	After Wash	Transport	9.00
22-Feb-26	Liquid Soap	Base	25.00
22-Feb-26	Liquid Soap	Salt	5.00
22-Feb-26	Liquid Soap	Thickener	15.00
22-Feb-26	Liquid Soap	Booster	18.00
22-Feb-26	Liquid Soap	Perfume	14.00
22-Feb-26	Liquid Soap	Colour	3.00
22-Feb-26	Liquid Soap	Transport	10.00

D. Financial Notes and Audit Compliance

- The project recorded a deficit balance of GH₵ 135.00 which was internally supported through voluntary management contributions
- All expenditures were incurred directly for vocational training delivery, practical sessions, exhibition preparation, and graduation activities
- Supporting receipts, attendance records, procurement evidence, and activity photographs are maintained by management for accountability and audit verification
- This report has been prepared in line with standard NGO accountability and project financial reporting practices
- The programme was self-funded, demonstrating HEF-GH's commitment to community empowerment regardless of external funding availability

15. CERTIFICATION AND APPROVAL

We certify that the information contained in this report fairly represents the activities, achievements, financial transactions, and expenditures incurred during the implementation of the HEF-GH Free Empowerment Vocational Skill Training Academy (FVESTA) – Season 1 Project.

Name	**Rev. Francis Kofi Takyi Adams**
Position	Executive Director & Founder
Signature	: Date: May 5th 2026
Accounts / Finance	Stephen Siaw Amanor Date: May 5th2026
Board Representative	Esther Tetteh : Date: May 5th 2026
Governance Oversight	Rev. Francis Kofi Takyi Adams: Date: May 5th 2026

16. APPENDICES AND CONCLUSION

Conclusion

The successful implementation of the HEF-GH Free Empowerment Vocational Skill Training Academy (FVESTA) – Season 1 demonstrates the organisation's unwavering commitment to community empowerment, vocational education, and sustainable human capital development as instruments of poverty alleviation.

FVESTA Season 1 has proven that practical, accessible, and TVET-aligned vocational training can transform the lives of vulnerable women and youth, equipping them with marketable skills, entrepreneurial confidence, and institutional recognition within a short four-month period.

The alignment of FVESTA with seven UN Sustainable Development Goals, the endorsement of key government institutions, the formal TVET affiliation, and the successful Maiden Graduation Ceremony collectively demonstrate that this programme is not simply a training initiative – it is a structured, scalable, and evidence-based poverty alleviation instrument with strong institutional foundations.

HEF-GH expresses sincere appreciation to all stakeholders, volunteers, facilitators, donors, community leaders, and participants who contributed to the success of FVESTA Season 1. The organisation remains fully committed to expanding future empowerment initiatives to benefit more vulnerable individuals and communities across Ghana.

"Empowering Communities • Nurturing Hope • Inspiring Futures • Transforming Lives"

HOPE AND EMPOWERMENT FOUNDATION GH LBG (*HEF-GH*)

Empowering Communities • Nurturing Hope
Inspiring Futures • Transforming Lives

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EU PIC: 866934106

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Together, we can build empowered communities, create opportunities, and transform lives through education, skillsd ecogyomic leadership.

Hope & Empowerment Foundation Ghana

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OUR MOTTO

"Empowering Communities, Nurturing Hope, Inspiring Futures & Transforming Lives"

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